



Department of Transportation

TRAVEL INFORMATION & POLICY

Subject: Concur Access and Profile Update Requests	Number: TIP 18-03
	Date Issued: March 2, 2018
References: Travel Guide Concur Travel Reservation	Expires: Until Rescinded

Purpose: To remind employees to contact Caltrans Division of Accounting - Travel Policy Section with any Concur request.

Background: Department of General Services has received an increasing number of calls from Caltrans employees regarding Concur access requests. DGS staff cannot assist Caltrans employees with their requests and must refer them to Caltrans. All access or profile updates in Concur are administrated by Caltrans - Travel Policy Section.

Required Action: For all Concur requests please contact John Garibay by phone (916-227-4281) or email (john.garibay@dot.ca.gov).

For any changes to a travel reservation within 24 hours of travel or after hours, please call CalTravelStore (877-454-8785)

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Cassie.Baba@dot.ca.gov. TTY users may also call (800) 735-2922.